

# **CAREER GUIDE FOR LIBRARIAN**

SOC Code: 25-4021

Pay Band(s): 4,5 and 6 ([Salary Structure](#))

**Standard Occupational Description:** Administer libraries and perform related library services. Work in a variety of settings, including public libraries, schools, colleges and universities, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information.

**Librarian positions in the Commonwealth are assigned to the following Roles in the [Library Services Career Group](#):**

[Library Specialist II](#)

[Library Specialist III](#)

[Library Manager](#)

While Librarians within the Commonwealth are all located within the Library Services Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Historical Services and Preservation](#)

[Training and Instruction](#)

[General Administration](#)

[Program Administration](#)

## **SKILLS, KNOWLEDGE, ABILITIES AND TASKS**

(Technical and Functional Expertise)

### **Skills**

**Note:** The technical and functional skills listed below are based on general occupational qualifications for Librarian commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

1. Understanding written sentences and paragraphs in work related documents.
2. Talking to others to convey information effectively.
3. Actively looking for ways to help people.
4. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
5. Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

6. Communicating effectively in writing as appropriate for the needs of the audience.
7. Being aware of others' reactions and understanding why they react as they do.
8. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
9. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Adjusting actions in relation to others' actions.

## **Knowledge**

**Note:** The technical and functional knowledge statements listed below are based on general occupational qualifications for Librarian commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

### **The Knowledge of:**

1. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
3. Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
5. Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
6. Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
7. Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
8. Arithmetic, algebra, geometry, calculus, statistics, and their applications.

## **Abilities**

**Note:** The technical and functional abilities listed below are based on general occupational qualifications for Librarian commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

### **The Ability to:**

1. Generate or use different sets of rules for combining or grouping things in different ways.
2. Read and understand information and ideas presented in writing.
3. Communicate information and ideas in speaking so others will understand.
4. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
5. Communicate information and ideas in writing so others will understand.
6. See details at close range (within a few feet of the observer).

7. Listen to and understand information and ideas presented through spoken words and sentences.
8. Speak clearly so others can understand you.
9. Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
10. Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

### **Tasks**

**Note:** The following is a list of sample tasks typically performed by Librarian. Employees in this occupation will not necessarily perform all of the tasks listed.

1. Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information.
2. Arrange for interlibrary loans of materials not available in a particular library.
3. Assemble and arrange display materials.
4. Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
5. Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music.
6. Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
7. Develop library policies and procedures.
8. Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
9. Evaluate materials to determine outdated or unused items to be discarded.
10. Explain use of library facilities, resources, equipment, and services, and provide information about library policies.

## **INTERESTED?**

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The occupation of librarian has **Artistic**, **Conventional** and **Investigative** characteristics as described below:

**Artistic** — Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

**Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

**Investigative** — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

## **LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS**

The Board of the Library of Virginia issues certifications to librarians for the Commonwealth of Virginia. Certification may be required for certain librarian positions in state government.

Some states require certification of public librarians employed in municipal, county, or regional library systems.

## **EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES**

The Department of Labor provides the following information:

Librarians, or information professionals, increasingly are combining traditional duties with tasks involving quickly changing technology. Librarians assist people in finding information and using it effectively for personal and professional purposes. Librarians must have knowledge of a wide variety of scholarly and public information sources and must follow trends related to publishing, computers, and the media in order to oversee the selection and organization of library materials. Librarians manage staff and develop and direct information programs and systems for the public, to ensure that information is organized in a manner that meets users' needs.

A master's degree in library science (MLS) is necessary for librarian positions in most public, academic, and special libraries and in some school libraries. Most MLS programs require a bachelor's degree; any liberal arts major is appropriate.

The MLS degree provides general preparation for library work, but some individuals specialize in a particular area, such as reference, technical services, health science, or children's services. A Ph.D. degree in library and information science is advantageous for a college teaching position teaching library science or for a top administrative job in a college or university library or large library system.

According to the Virginia Area Health Education Centers Program several universities in Virginia offer certification and/or a master's degree in education in school media librarianship. The University of Tennessee-Knoxville and Catholic University offer graduate extension courses in library science in various sites in Virginia.

## **COMMONWEALTH COMPETENCIES**

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

## The Commonwealth Competencies are:

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to: [http://jobs.state.va.us/cc\\_planningctr.htm](http://jobs.state.va.us/cc_planningctr.htm). For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

## COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Librarian**

PAY BANDS	PRACTITIONER ROLES
4	Library Specialist II
5	Library Specialist III

PAY BANDS	MANAGER ROLES
6	Library Manager

## **Sample Career Path**

### **Library Specialist II**

The Library Specialist II role provides career tracks for librarians whose expertise levels range in difficulty from entry to advanced level. Duties include patron services, research or reference, acquisition and preservation of materials, cataloging or description, preparation of finding aids and guides, writing and editing, records access, retention, and disposition. Employees' responsibilities range from administrative and technical duties in an agency's library or archives to providing professional services in a specialty area; or serving as the highest professional for a small library or the principal subdivision of a larger library.

### **Library Specialist III**

The Library Specialist III role provides career tracks for the librarians who are experts or supervisors responsible for agency-wide or statewide programs in archival, historical, library, records analyst, or support services functions. Complex duties may include coordination of programs, consultation in a specialty area, or supervision of one primary program at the considerably difficult level.

### **Library Manager**

The Library Manager role provides a career track for managers responsible for leadership and creativity in two or more primary programs including archival, historical, library, records analyst, or support services functions and serves a statewide constituency. Considerably difficult duties may include establishing and monitoring guidelines, policies & procedures, production schedules, and overseeing specific technical and administrative program functions.

## **ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:**

O\*NET (Occupational Information Network)

[http://online.onetcenter.org/gen\\_search\\_page](http://online.onetcenter.org/gen_search_page)

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network:

<http://www.vacrn.net/>

American Library Association:

<http://www.ala.org/>

Special Libraries Association:

<http://www.sla.org/>

Association for Library and Information Science Education:

<http://www.alise.org/>